



City of Austin - JOB DESCRIPTION



Assistant Director, City Traffic Engineering

FLSA:	Executives/2	EEO Category:	(10) Official/Adm
Class Code:	10750	Salary Grade:	E00
Approved:		Last Revised:	October 19, 2009

Purpose:

Under the direction of the Director of the Transportation Department, the Assistant Director, Traffic Management, oversees the City's traffic engineering and maintenance programs by planning, directing, and coordinating all division activities.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Oversees the development and implementation of a safe and efficient traffic management system to include traffic studies and all traffic signaling, striping, and marking projects.
2. Oversees the preparation of plans and specifications for traffic engineering related projects to include traffic studies, traffic signaling, and transportation planning.
3. Oversees the installation and operation of traffic signals, markings, and signs to provide for the safe and efficient movement of goods and people.
4. Develops, implements, and evaluates special operating and capital projects, programs, and studies.
5. Receives requests and complaints from citizens and commercial interests in the City, investigates complaints and problems, resolves operational problems, and responds to Council inquiries.
6. Creates, develops, and implements a division-wide budget to include forecasting, planning, and monitoring on behalf of the City.
7. Serves as the City's Traffic Engineer of Record on all official issues related to the City Traffic Code and State Laws.

Responsibilities - Supervisor and/or Leadership Exercised:

Responsible for the full range of management activities including selection, training, evaluation, counseling, and dismissal.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of principles, practices, and methods of traffic engineering.

Knowledge of traffic safety and control measures

Knowledge of the principles and practices involved with installation, maintenance, and repair of traffic control systems and related equipment and devices.

Knowledge of current laws, ordinances, policies, referendums, and regulations relative to local, municipal traffic management and engineering.

Knowledge of road and highway design, traffic flow patterns, and traffic control devices.

Ability to manage the operational and budget management activities of a division on behalf of the City.

Ability to evaluate division activities to ensure efficient operations and compliance with objectives, policies, and procedures and to implement changes when needed.

Ability to analyze a variety of administrative, fiscal, and operational problems and make sound recommendations to improve work processes.

Ability to confer with Citizens, Engineers, Developers, Attorneys, property owners, Consultants, and City Staff in providing information.

Ability to make presentations to elected bodies, City Council, media, and the public. Skilled in basic office applications.

Skill in coordinating large, complex activities.

Skill in communicating effectively both verbally and in writing.

Skill in establishing and maintaining excellent working relationships with supervising personnel, co-workers, subordinates, and representatives from all levels of government, civic organizations, business professionals, and the general public.

Skill in structuring a complex organization to meet changing challenges.

Minimum Qualifications:

Bachelor's degree in Engineering.

Six (6) years supervisory/management experience in public works, construction, or a related field.

Licenses and Certifications Required:

Registration as a Professional Engineer in the State of Texas or the ability to become so within six (6) months of hire.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.